

Grants Reporting Tool (GRT)/Biannual Strategy Implementation Report (BSIR)

Fiscal Management Workshops (December 2008)

Questions and Answers

Biannual Strategy Implementation Report (BSIR)

Q - Before entering amounts in the obligated/expended columns, does subgrantee need a letter or the actual reimbursement? Actual reimbursement is what monitor may require but subgrantees may enter amounts upon receiving letters?

A - Actual reimbursement is considered "expended." Letter advising of reimbursement is not.

Q - Can subgrantees print out UASI Investment Justifications (IJs) for previous grant years?

A - You can not print out UASI IJ's, however, you can take screenshots. It is helpful to remember that you will need to scroll down when taking screenshots of pages that exceed your screen's area.

Q - How can subgrantees print out BSIR reports?

A - Subgrantees do not have access to printing reports. Please use the screenshot method mentioned above to print BSIR material.

Q - Is the Emergency Management Performance Grant (EMPG) included on the December 2008 BSIR?

A - EMPG is included in December 2008 for the Operational Areas.

Q - Do we input Catalogue of Federal Domestic Assistance (CFDA) information in the Grant Report Tool (GRT)?

A - No, the CFDA information does not need to be inputted into the GRT.

Q - What is PSIC?

A - Public Safety Interoperable Communications (PSIC) Grant Program; this grant program is designed to assist public safety agencies in the acquisition of, deployment of, or training for the use of interoperable communications systems that utilize-or enable spectrum for radio communications. Each public safety agency receiving PSIC funds is required to meet and document a 20% statutory match requirement for each project during the period of performance of the grant.

Q - Do we have to re-enter all the information for the December BSIR if we have not spent any money on the projects?

A - Projects for FY05, FY06, FY07 have already been entered. FY08 projects need to be added, even though you may not have spent funds. Subgrantees must still report on years in which funds were expended or not.

Q- Is there a limited number of users for the GRT?

A - No, there is no limit of users for the GRT.

Q - What is a metric?

A - A metric is a unit of measurement within the GRT concerning the goals and objectives.

Fiscal Management and Financial Management Forms Workbook (FMFW)

Q - Define Modification and clarify 1 Mod/quarter vs. 1 Mod *Request*/quarter

A - Subgrantees are limited to *1 Modification Request* each quarter. A modification request may consist of several line-item modifications.

Q - For unlocked spreadsheet, can subgrantee submit extra columns & rows to OHS?

A - Please only submit ledgers in their original forms. Subgrantees can use extra columns to the right of ledgers for internal purposes but please do not submit this information with your Cash Requests, Modifications, and Advances.

Q - How many different people to include in Grant Management Roster? Need clear definition of who to include- secretaries, handlers, etc.

A - Any one who is managing grant activities. This includes fiscal, management, etc...

Q - Colored tabs are a problem for subgrantees with older versions of Excel (feature not available). Do you have a solution?

A - Indicate the color of the tab in the tab name (example: Cash Request #2- RED).

Q - Do subgrantees need to be audited before closeout request? How do subgrantees request closeout?

A - Not necessarily. Subgrantees need to submit a letter on official agency letterhead requesting grant closeout.

Q - What is limit on Cash Advances?

A - There is no limit on cash advances, as long as they follow the 120 day guidelines. For the grants that have projects where a match amount is required, the subgrantee must meet their match requirements.

Q - Can we use the new FMFW for an older grant?

A - The new FMFW (1.09- presented during December workshops) is currently under development and will be released for the next application period (August 2009). Subgrantees may use this version for older grants. Subgrantees must use this new version beginning in 2009 and forward.

Q - What is the process or requirement for ID tagging equipments?

A - Most counties require that items over \$5000 be tagged and the asset number should be tracked on the equipment inventory sheet. The Monitoring and Audit unit requests that a tag be put on including the Grant ID Number, i.e. OHS Grant Year 2008-0006. The OHS tag isn't a mandatory requirement but it is a safety precaution.

Q - Will the State withhold payment during times of budget crisis?

A – We cannot answer on what the State Controller's Office may do; however, it is always best to be prepared for this scenario.

Q - What back-up documentation is required for cash advance?

A - The same as a regular cash request (equipment ledgers, training rosters, exercise roster and/or planning rosters)

Q - When does the 120 days start on the cash advance?

A – The date the check is issued.

Q - How many days do subgrantees have after the grant period has expired to submit the close-out letter.

A – No specific timeline established, but should be submitted As soon as possible.

Q - Do you have a Transit Agency (TA) button on the application page for the Statement of Certification?

A – The TA button will be included in the workbook. The file is currently under development and will be released in the summer of 2009 for use in the 2009 application process.

Q - If you have a full time employee that works part-time to manage the grant, what would the employee status be?

A - The status would be Full Time, as the relationship of the employee with the subgrantee is required, not the relationship with the grant.

Q - -Would it be possible to have an on-line tutorial?

A – That option is certainly under consideration.

Q - What does the "green" button mean on the equipment ledger?

A -The "Green" button is a Macro that will change the font color of selected text to the color green. Green text will indicate that the equipment was used in training individuals, and that a training reimbursement has been requested/received. Subgrantees not using the Macro button but must manually change font color to green to indicate training on purchased equipment.

Q - What is the process what submitting a modification?

A – The steps are listed below:

1. Communicate your modification intent with your Program Representative.
2. Change appropriate line items in your workbook (using Red and Blue font).
3. Electronically submit your workbook to your representative (with changes in Red and Blue font).
4. After it is approved, your representative will electronically return a clean modification to you (Red line item deleted, blue line item changed to black). After receiving, print the approved modification request and other approved documents. Mail in hard copy with original signatures and other related documents back to your representative to the address provided in the workbook.

Q - Why are there issues with closing out a grant? How do we close out a grant?

A – The grants have been extended numerous times, which unfortunately presents issues with formally closing out the grants. The Grants Management Division is working with the Monitoring and Audits Unit to hopefully resolve any remaining issues in the grant closeout process. See response above regarding grant closeout requests.